

## APPROVED NOVEMBER 18, 2009

At 7:08 PM Chairman Charles Kimball called the meeting to order. Budget Committee members present were Michael Nygren, Andy Kohlhofer, Pat Martel, Laurie Allore, Peg Pinkham, Sue D'Eon, Selectmen Greta St. Germain, also present were Town Administrator Heidi Carlson, Ida Keane School Board Representative and Recording Secretary Jeanne Nygren.

A motion to approve the minutes of the October 28, 2009 meeting with a few corrections needed was made by Kohlhofer. This was seconded by Nygren. The vote was 7-1, Pinkham abstained as she was not present at this meeting.

Carlson said Thom Roy had some time tonight to go through his budget. Carlson passed out the October trending report and the revenue report through September.

The revenue sheet that compares revenue from 2008 through October 2009 was reviewed by the Committee. The revenue is down \$208,666.19 as of October 31, 2009.

Kohlhofer said DRA looks at the total value of the town and bases the tax rate on these values. What happens if we don't collect this money? Carlson said they had met with the auditor as to what is uncollected and he leaves an allowance for that. The Town could end up owning these properties. The liens are expected to be collected and sometimes the interest is waved in special hardship cases by the Selectmen. There is less money shown in surplus from year to year. There was \$130,000 turned back last year as an appropriated amount as unexpended monies. The liens are considered a future receivable. Approximately \$425,000 in new appropriations or reduced revenue equals \$1.00 on the tax rate. Nygren asked if we continue the trend and when next years figures are figured and if we are down \$245,000.00, does this difference goes into next year's tax rate? The money goes back into the general fund in terms of revenues.

Pinkham asked Carlson for a projection for the work session of the School Board and that they are using \$0.24 on the \$1,000.00 increase.

At 7:30 Building Inspector Thom Roy came into the meeting to go through his budget with the Committee. His budget proposals includes:

**4240-BUILDING INSPECTOR****001 Building Inspection Wages****\$43,300**

This amount is set by the Board of Selectmen. Building Official / Code Enforcement Officer works 40 hours per week doing all building, electrical, mechanical, plumbing, septic inspections, test pits, and plan reviews. Also acts as the Health Officer. Would propose wage include an allowance for 3% performance increase. Line Amount to be determined by BOS.

Initial proposal in spreadsheet shows a 3% performance increase and Thom has a number of scenarios that could be talking points related to salary planning in these economic times...

1. Provide for minimum 3% COL/Performance-related salary considerations. Net Amount \$44,599 (or +\$1,299).
2. Apply #1 and a forced 40 hours time-off w/o pay (furlough). Net amount \$43,741 (or + \$400). (This is a raise of 3% with a one week furlough).
3. Default budget dollars (\$43,300) and decrease weekly hourly requirements to 38 hours. Net change \$0; this results in an increase in hourly rate of pay for less hours.
4. Apply default (\$43,300) and a forced 40 hour furlough. Net amount \$42,467 (or – \$833).

5. Default no change – represents 2 years rolling without COL or performance related salary considerations.

**002 Heating Inspections** **\$ 0**

No longer carried in the Building Inspection Budget. These inspections done by the Fire Chief.

**004 Driveway Inspections** **\$ 500**

Road Agent paid \$20 per inspection, for up to three inspections on new construction, and two inspections on paving applications. The Building Inspector does not control the expenditure from this line.

**005 Other Safety Inspector** **\$ 500**

Paid to Fire Officers for daycare and foster home inspections as needed. Paid to trade professionals (i.e. Electrical) when used in complex builds. May be paid to licensed trade officials in support of complex project installations. The Building Inspector does not control the expenditure from this line.

**006 Office Supplies** **\$ 750**

Office Equipment, computer, printers, disks, stamps, pens, paper, notebooks, printer cartridges, file folders, film, film developing, etc.

**007 ICC/NFPA Forms & Memberships** **\$ 600**

Includes membership in key organizations such as, International Code Council (ICC), New Hampshire Building Official Association (NHBOA) New Hampshire Seacoast Code Officials (NHSCOA), National Fire Protection Association (NFPA). Includes building, electrical, plumbing and mechanical permit and inspection forms and all tag stickers as ordered from ICC. Includes ICC Annual membership fee \$100; NHBOA membership \$30; NHSCA \$50; NFPA membership \$135.00.0

**020 BI Reimbursement/Mileage** **\$ 2,900**

This line accounts for the reimbursement to the Building Inspector for mileage using personal vehicle in the course of inspections and meetings. Budget covers 100 miles per week. Reimbursed currently at \$0.44 per mile. The Building Inspector receives a reimbursement stipend for his personal cell phone at \$15.00 reimbursement per month in lieu of an issued cell phone. The Board of Selectmen set the reimbursement rate per mile (\$0.44). IRS rate of \$0.55 was used in the calculation. Selectmen's recommendation of \$2,380 is based on 100 miles per week for 50 weeks at \$0.44 per mile; and \$15 per month cell phone reimbursement.

**027 Equipment and Books** **\$ 750**

This line reflects the cost of inspection equipment for new purchases and repair or replacement as needed. Each year there surfaces a need for the purchase of new codebooks due to changes and updates. Such code reference material could be such as IBC, IRC, IFC, IPC, IMC, IEC, Life Safety 101, & Associated NFPA, etc. Equipment items that might be purchased include, batteries, replacement tape measures, small hand tools, electrical, and light and sound measurement equipment in accordance with code updates as projected at the State and Federal level.

**035 Training/Conferences****\$ 750**

This item provides for available Building Inspector workshops and other training sessions which may become available to maintain currency with code updates and changes. NHBOA monthly training sessions at \$35/each. Selectmen recommended \$500 based on actuals for 2009.

**REVENUE \$40,000**

Projected at approximately 75% of the budgeted cost for 2010. This includes all Building Permit Fees, Trade Permit Fees, Driveway & Heating Fees. (Impact fees collected are allocated to the Fremont School District and not shown here)

Building Inspector Thom Roy passed out sheets to the Budget Committee on what his job entails, information sheets, his training, documentation, training books necessary for his job as Building Inspector along with New Hampshire Codes. He went through his budget stating that office supplies are down, mileage is down, training is down, and salary structure is flat for the past two years. Kohlhofer asked if he was 40 hours a week. Roy answered yes. He said the concern is that the lack of building and with impact fees down and asked what his work load is like. Roy feels he is very active and that he has picked up other roles. He is doing bids, grants, Health Officer, working with the Energy Commission, and he doesn't feel he has any slack. He does the inspecting on all permits mechanical, plumbing, electrical. On the revenue the Town went up with the rates for new building construction as this had not changed since prior to 2005. Kimball asked how we compared with other towns. Roy feels we are in line. Impact fees are \$3700.00 on new homes. Lewis Builders at Hall Farms is building 112 units, 55 and older housing community of duplex and four-plexus buildings. They are just starting to put in the road. There will also be a community center. Kohlhofer asked if there are any large single family houses going in. Roy said there is one off of Whittier Drive that is being built. There were a lot of occupancy permits issued this year from last years building.

Martel said that building fees went up and she asked if electric and plumbing fees went up. Roy said no they were left the same.

Pinkham said that the safety importance issue is the primary purpose as Building Inspector and to have people get permits and understand what they are doing when building their homes or having work done..

Roy said that there are also combo rates available for homeowners that combine fees at a reduced rate as long as they are pulling the permit themselves.

Kimball asked what has been taken in on permits this year so far. Roy thought possibly \$20,000-\$25,000. D'Eon asked how Lewis Builders is going to do their sales. Roy said there will be a set up as a sample available for people to go into and see their finished product. They have been successful in Hampton and Kingston.

With no other questions for the Building Inspector he was thanked by the Budget Committee and left the meeting at 8:00 PM.

**4194-GOVERNMENT BUILDINGS**

Carlson went through this budget and said there was not much of a change in this budget. She put back in the request to paint the Meeting House as it has been about 10 years since it was painted. This went out to bid in 2008, they had \$5000 that was budgeted and bids came in for \$10,000 to do this. The electrical cost for the different Town buildings is consistent as in past years. Electric retrofitting projects are in the

process of being done by grants in Town Hall, Complex and Concession Stand in the Ball Fields. The savings from these electrical fixtures will come off the energy bills as a reduction in usage. By 2011 there

should be some savings in these budgets. This is care and maintenance of all buildings (except library) and also telephones in Town Hall. There is \$500 allowed to replace the front door of the Historic Museum as there are security issues with the existing door. The rest of this budget is just maintenance of the buildings.

Kimball asked about the fuel in the library and if it is in the contract with the oil company. Carlson said all of the Town buildings are in the oil contract at \$1.99/gallon.

Matthew Thomas has asked to put \$10,000 in a Warrant Article for Capitol Reserve for the Historic Museum expansion. He also wanted the Selectmen to think about the Town's 250th anniversary that

comes up in 2014 and to start planning for this occasion and formulating Committees that would be necessary.

A motion to recommend \$77,236 in 4194-Government Buildings was made by Martel. This was seconded by Pinkham. The vote was unanimous 8-0 in favor.

#### **4195-CEMETERIES**

Carlson said in this budget the bid for the removal of the trees in the cemetery 2009 work is currently out to bid. Kimball wanted to cut the line 4195-002 fuel to \$300.00. A motion was made by Kohlhofer to reduce to this line to \$300.00. This was seconded by D'Eon. The vote was unanimous 8-0 in favor. In line 4195-004 mower equipment repair a motion to recommend \$750.00 was made by Kohlhofer. This was seconded by Allore. The vote was unanimous 8-0 in favor. In line 4194-030 loam, seed and fertilizer a motion to recommend \$250.00 was made by Allore. This was seconded by Kohlhofer. The vote was unanimous 8-0 in favor. A motion to recommend 4195-006 equipment hire \$3400.00 was made by Nygren. This was seconded by Kohlhofer. The vote was 7-1 in favor, Pinkham nay. A motion to recommend \$11,384 in the total Cemetery budget was made by Kohlhofer. This was seconded by Nygren. The vote was 7-1, Pinkham nay.

#### **4196-INSURANCE**

A motion to recommend \$36,625 for line 4196-Insurance was made by Kohlhofer. This was seconded by Nygren. The vote was unanimous 8-0 in favor.

#### **4197-ADVERTISING & REGIONAL ASSOCIATION**

A motion to recommend \$6,800 for line 4197-Advertising and Regional Association was made by Kohlhofer. This was seconded by Nygren. The vote was unanimous 8-0 in favor.

#### **4199-OTHER GENERAL GOVERNMENT**

A motion to recommend \$7,500 for line 4199-Other General Government was made by Kohlhofer. This was seconded by Pinkham. The vote was unanimous 8-0 in favor.

Kohlhofer then spoke about the letter he is writing to the NHCTCA President. This was discussed by the Budget Committee at their last meeting. The Committee read his letter and they didn't have a problem with this letter being submitted from them. The letter is as follows:

*Madame President:*

*It has come to my attention that this year's conference is scheduled to be held at the Red Jacket Resort in Conway, NH. This appears to be a rather exclusive resort in the midst of one New Hampshire's most sought after vacation areas. I want to express my disappointment in your choice. It appears that you are taking advantage of New Hampshire RSA 31:8 requiring this town to pick up all expenses at this exclusive resort. To be honest, I believe that this shows complete disregard for the taxpayers of this town. Also, I believe it demonstrates an arrogance of power rather than the commitment to public service that we so desperately need in these difficult times. I am requesting that for the sake of the municipalities that you serve you seek out more modest accommodations.*

*I would also like to add that in reference to Section 1, Art. 28a, of the New Hampshire Constitution, if this RSA was written after 1988, I will recommend \$1 fore this line item and will expect the Legislature to pick up the rest of the tab. I am also forwarding this email to my state legislators as well as to the various budget committee chairs around this state to see if they wish to choose the same action.*

*Sincerely,*

*Andrew P. Kohlhofer, Vice-Chair, Fremont Budget Committee 895-4675*

Pinkham said that since the School is formulating their budget she asked what the Budget Committee wants them to recommend. Kohlhofer said last year they recommend 2.5 increase and the voters gave 5%. Pinkham asked the Committee if they have a target number. A suggestion was made to put this in the agenda for the next meeting for discussion. St. Germain asked, why can't we cut it? Pinkham said that you could recommend doing that. She said a lot of their budget is contractual obligations that have to be met, and then they look at coming in with a low budget, and that they need to meet educational requirements. Pinkham said the School Board works hard to accomplish this. The Budget Committee looks it at what the Town can afford. Pinkham asked on behalf of the School Board what the Budget Committee is looking for and to give this some thought. This will be put on the next Budget Committee agenda for discussion.

A letter that was anonymously sent to the Budget Committee was opened by Kimball and distributed for the Committee to read. After reading Kohlhofer felt that because it wasn't signed and its contents were disturbing to the Committee members, it has nothing to do with budgets and therefore isn't an issue that needs to be addressed by the Budget Committee.

There was a discussion on changing the date if the School Board is available on Saturday, December 12<sup>th</sup> from Saturday, December 5<sup>th</sup> for the Budget Committee to meet with the School Board. There are several Budget Committee members not available on December 5<sup>th</sup>. Pinkham will get back with the confirmation of what date after she asks the School Board and administrative staff. Pinkham said she will get the School Budget to the Budget Committee on December 1<sup>st</sup> for them to start reviewing before their meeting with the School Board.

Carlson wanted to confirm the dates of November 18<sup>th</sup> and December 2<sup>nd</sup> for additional Budget Committee meetings to plan the Town budgets that are left for the Committee to go through.

There was no other business and a motion to adjourn the meeting was made by Kohlhofer. This was seconded by Nygren. The vote was unanimous 8-0 in favor. The meeting ended at 9:20 PM. The next Budget Committee meeting is scheduled for November 18, 2009 at 7:00 PM.

Respectfully submitted,

Jeanne Nygren, Recording Secretary

